FAMILY FRIENDLY NEW MEXICO

# APPLICATION QUESTIONS FOR FAMILY FRIENDLY BUSINESS AWARD®

**ALL APPLICATIONS MUST BE SUBMITTED ONLINE**

**This document will help the applicant prepare for the application process. Reviewing this PDF prior to starting the application process will allow you to gather the information needed to complete the application in one session.**

## YOUR Information

* indicates required field.

**Name***

First, Last

**Primary Contact Email***

**Secondary Contact Email***

If we are unable to contact your company at the primary email address, we will use this email address. This must be different from the primary contact email.

**Phone***

**Job Title**

**Have you applied before?***

- ☐ No, this is my first time applying for the award
- ☐ Yes, I am renewing my application (I received an award in a previous year)
- ☐ Yes, I am resubmitting my application (I updated information from the application I just recently submitted)

## BUSINESS Information

From this point forward, when we say, "you," we are referring to your business.

**PLEASE NOTE: Your application is not saved until you hit "Submit" at the end. You may also click Save and Continue Later.**

**Name of business***
**Website***
**Business Address***
Street Address, City, New Mexico County, Zip Code

- □ Is your mailing address different than your business address?

**What is your primary industry?***

- □ Agriculture, Forestry, and Fishing
- □ Mining
- □ Utilities
- □ Construction
- □ Manufacturing
- □ Wholesale Trade
- □ Retail Trade
- □ Transportation and Warehousing
- □ Information (telecommunications, broadcasting, communications)
- □ Finance and Insurance
- □ Real Estate, Rental, and Leasing
- □ Professional, Scientific, and Technical Services (legal services, accounting, architects, public relations)
- □ Management of Companies and Enterprises
- □ Administrative and Support and Waste Management and Remediation Services
- □ Educational Services
- □ Health Care and Social Assistance
- □ Arts, Entertainment, and Recreation
- □ Accommodation and Food Services
- □ Other Services (religious organizations, personal care, automotive services, social advocacy, civic and social organizations, unions, political organizations, except public administration)
- □ Public Administration
- □ Other _(enter NAICS Code)_____

**Is your business majority woman-owned?***

- □ Yes
- □ No
- □ Majority Ownership does not apply (Corporation, Non-profit, Government)

**What is the race/ethnicity of the owner(s) with majority ownership?***

- □ African American
- □ Asian
- □ Hispanic/Latino(a)

- ☐ Native American
- ☐ White
- ☐ Other _____
- ☐ Majority Ownership does not apply (Corporation, Non-profit, Government)

## EMPLOYEE Information

**How many full-time & part-time W-2 New Mexico based employees do you have?***
Please enter number, even if zero. No commas. Enter only W-2 employees, not contractors.

**Enter # of employees earning the following wages**
A number is required in each field below. Please enter 0 (zero) if no employee earns the wage range.

**Women employees by wage range** to help us better understand pay equity among New Mexico employers, please indicate how many employees in each wage range identify as women. Please use employee self-identification where available (we are not asking you to assume an employee's gender).

| | W-2 Total | W-2 Women |
|---|---|---|
| Minimum Wage - $10 per hour* | _____ | _____ |
| $10.01 - $14 per hour* | _____ | _____ |
| $14.01 - $20 per hour* | _____ | _____ |
| $20.01 - $30 per hour* | _____ | _____ |
| $30.01 or more per hour* | _____ | _____ |

**How many 1099 Contractors do you have?**_____

## PREVIOUS AWARDS

**Have you ever been recognized or received an award for the benefits you offer?**

- ☐ No
- ☐ Yes

When?_____ By whom?_____

# Compliance with Statutes

*Please affirm that your policies comply with each by marking "Yes." If you proceed without affirmation, our team will contact you prior to application approval. If you have questions, please contact us.*

**New Mexico: Nursing Mothers' Rights at Work**
(N.M. Stat. Ann. Sec. 28-20-2)
Employers with **four or more employees** must provide all female workers with "flexible" break time and a place other than a bathroom to express breast milk at work.

Learn More: nmhealth.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family

**Our policies comply with the Nursing Mothers' Rights at Work Statute***

- ☐ Yes
- ☐ No/Not Sure

**New Mexico: Job-Protected Leave, Domestic Violence and the Workplace**
(NM Stat. Ann. Secs. 50-4A-3, 50-4A-4, 50-4A-5)
Workers are entitled to domestic abuse leave, which is intermittent paid or unpaid leave time for up to 14 days in any calendar year, taken by a worker for up to eight hours in one day. Workers may also use accrued sick leave or other available paid time off, compensatory time or unpaid leave time consistent with their employer's policies.

Learn More: swwomenslaw.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

**Our policies comply with the Job-Protected Leave, Domestic Violence and the Workplace Statute***

- ☐ Yes
- ☐ No/Not Sure

**New Mexico: Fair Pay for Women Act**
(N.M. Stat. Ann. 1978, Secs. 28-23-1 et seq.)
New Mexico's equal pay law prohibits employers from paying employees at a rate less than the rate paid to employees of the opposite sex in the establishment for equal work on jobs the performance of which requires equal skill, effort and responsibility and that are performed under similar working conditions. A difference in wages is not discrimination if it is based on a seniority system, a merit system, or a system that measures earnings by quantity or quality of production.

Learn More: swwomenslaw.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family

**Our policies comply with the New Mexico Fair Pay for Women Act***

- ☐ Yes
- ☐ No/Not Sure

**New Mexico Human Rights Act**
NMSA 1978 §28-1-2 and §28-1-7
(the "Act") including Pregnant Worker Accommodations regarding unlawful discriminatory practice and the amendment to the Act to include pregnancy, childbirth or conditions related to pregnancy or childbirth as a basis for an unlawful discriminatory practice.

Learn More: law.justia.com & swwomenslaw.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

**Our policies comply with the New Mexico Human Rights Act***

- ☐ Yes
- ☐ No/Not Sure

All employers are required to comply with the **New Mexico Healthy Workplaces Act. HB20 (from 2021 Legislative Session).** The law took effect on July 1, 2022.
Employees shall accrue a minimum of one hour of earned sick leave for every thirty hours worked; provided that employers may choose a higher accrual rate; and provided further that an employer may instead elect to grant employees the full sixty-four hours of earned sick leave for the upcoming year on January 1 of each year or, for employees whose employment begins after January 1 of a given year, a pro rata portion of the sixty-four hours for use in the remainder of that year. Such employees shall not be entitled to use more than sixty-four hours of earned sick leave per twelve-month period, unless the employer selects a higher limit.

Learn More: dws.state.nm.us

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

**Our policies comply with the New Mexico Healthy Workplaces Act***

- ☐ Yes
- ☐ No/Not Sure

## CATEGORY ONE: Paid Leave

*Paid leave includes paid personal leave, paid maternity/paternity leave, and paid family leave.*

**Do you offer paid leave?***

- ☐ Yes
- ☐ No (the following questions will not appear)

**Congratulations on offering paid leave! Please answer the questions below:**

**How many days of paid leave do you offer per year?*** _____
On average per employee, per year.

1. We offer paid personal leave (school involvement, sick employee, training/professional development, vacation).
   - ☐ For Full-time employees
   - ☐ For Part-time employees

- **Paid personal leave: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Paid personal leave: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

2. We offer stand alone paid parental leave, such as maternity and/or paternity leave.
  - ☐ For Full-time employees
  - ☐ For Part-time employees
- **Paid parental leave: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Paid parental leave: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer paid family leave (caring for aging parents, children, domestic partner).
  - ☐ For Full-time employees
  - ☐ For Part-time employees
- **Paid family leave: Is this policy verbal or written?***
  - ☐ Verbal

- ☐ Written
- ☐ Other

- **Paid family leave: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

## CATEGORY TWO: Health Support

*Health support includes breastfeeding/lactation support, employer subsidized healthcare, wellness programs, and reasonable accommodations for workers who have medical needs arising out of pregnancy, disability or illness.*

**Do you offer health support?***

- ☐ Yes
- ☐ No (the following questions will not appear)

**Congratulations on offering health support. Please answer the questions below:**

1. We offer breastfeeding/lactation support including a designated area for pumping/breastfeeding
Breastfeeding/lactation support is required by New Mexico law in the Nursing Mothers' Rights at Work Statute, as a result, this policy will not count towards your policy count and award level. Please provide a brief summary of your policy below.

- ☐ For Full-time employees
- ☐ For Part-time employees

- **Breastfeeding/lactation support: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other

- **Breastfeeding/lactation support: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

2. We offer employer subsidized healthcare (can include comprehensive reproductive healthcare, mental health services, vision, dental or midwifery)
  - ☐ For Full-time employees
  - ☐ For Part-time employees
- **Healthcare: Which of the following do you offer?**
  - ☐ Reproductive healthcare
  - ☐ Mental health services
  - ☐ Vision
  - ☐ Dental
  - ☐ Midwifery care
  - ☐ Other
- **Healthcare: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Healthcare: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer wellness programs (such as wellness assessments, screenings, education, health coaching, organized wellness activities, onsite preventative care such as immunizations, interventions such as

smoking cessation, incentive and/or paid time off for wellness activities)

- ☐ For Full-time employees
- ☐ For Part-time employees

- **Wellness Programs: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Wellness Programs: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

4. We offer reasonable accommodations for workers who have medical needs including arising out of pregnancy, menstruation, menopause, disability or illness (eg. avoid heavy lifting, stay off ladders)

- ☐ For Full-time employees
- ☐ For Part-time employees

- **Reasonable Accommodations: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Reasonable Accommodations: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

5. We offer other health support (please specify)

- **Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

## CATEGORY THREE: Work Schedule Support

*Work schedule support includes flexible work scheduling, job sharing, telecommuting, and predictable scheduling.*

**Do you offer work schedule support?***

- ☐ Yes
- ☐ No (the following questions will not appear)

**Congratulations on offering work schedule support. Please answer the questions below.**

1. We offer flexible work scheduling (such as 4 10-hour days or other adjustable scheduling)
   - ☐ For Full-time employees
   - ☐ For Part-time employees

- **Flexible work scheduling: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Flexible work scheduling: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field

cannot be blank.

2. We offer job sharing (such as two or more part-time employees share one full-time position)

- ☐ For Full-time employees
- ☐ For Part-time employees

- **Job sharing: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Job sharing: Please provide a brief summary of your policy.*** If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer telecommuting/hybrid (work from remote location at least some of the scheduled work time)

- ☐ For Full-time employees
- ☐ For Part-time employees

- **Telecommuting/hybrid: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Telecommuting/hybrid: Please provide a brief summary of your policy.*** If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field

cannot be blank.

4. We offer predictable scheduling (providing at least two weeks' notice of work schedules and/or premium pay for changes in work schedules made with short notice)

- ☐ For Full-time employees
- ☐ For Part-time employees

- **Predictable scheduling: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Predictable scheduling: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

5. We offer other work schedules (please specify)

- **Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

# CATEGORY FOUR: Economic Support

*Economic support to build long-term wealth & short-term financial stability includes higher than average wages in your industry, employer subsidized training/educational assistance, retirement/asset building available, and employer subsidized or on-site childcare or dependent care, or on-site childcare.*

**Do you offer economic support?***

- Yes
- No (the following questions will not appear)

**Congratulations on offering economic support. Please answer the questions below.**

1. We offer higher than average wages in our industry
   - ☐ For Full-time employees
   - ☐ For Part-time employees

- **Higher wages: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Higher wages: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

2. We offer employer supported or subsidized training/educational assistance, such as professional development opportunities, access to mentorship or leadership training.
   - ☐ For Full-time employees
   - ☐ For Part-time employees

- **Training/education: Is this policy verbal or written?***
  - ☐ Verbal

- ☐ Written
- ☐ Other

- **Training/education: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer employer-supported retirement/asset building available to build long-term wealth
   - ☐ For Full-time employees
   - ☐ For Part-time employees

- **Retirements/asset building: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other

- **Retirements/asset building: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

4. We offer employer subsidized or on-site childcare or dependent care (such as aging parents)
   - ☐ For Full-time employees
   - ☐ For Part-time employees
- **Childcare/dependent care: Is this policy verbal or written?***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Childcare/dependent care: Which of the following do you offer?**
  - ☐ Dependent Care Flexible Spending Accounts

- ☐ Direct Childcare subsidies
- ☐ Partnership with offsite childcare provider
- ☐ Partnership with onsite childcare provider
- ☐ Support for after school, holiday, extended care
- ☐ Our own licensed onsite childcare
- ☐ Other, please explain

- **Childcare/dependent care: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

5. We offer employer supported short-term financial stability options (small-dollar lending with repayment available via payroll deductions, access to financial capability training/coaching)

- ☐ For Full-time employees
- ☐ For Part-time employees

- **Short-term financial stability: Is this policy verbal or written? ***
  - ☐ Verbal
  - ☐ Written
  - ☐ Other
- **Short-term financial stability: Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

6. We offer other economic support (please specify)

- **Please provide a brief summary of your policy.***
  If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

## OTHER Family Friendly Policies

- **Please list any other benefits or family friendly policies you offer.**
  This is your chance to shine and share an innovative policy that was not included in the application.

**— Only for business qualifying for Platinum —**

**Category 5, Category 6, and Category 7 are only for those businesses who have qualified for Platinum level recognition.**

**To be eligible to apply for Platinum recognition, your business will:**

- Have a least 2 policies in each of our family friendly categories: Paid Leave, Health Support, Work Schedules, Economic Support
- Offer a minimum paid leave: 50+ employees: 5 days PTO, 11-49 employees: 3 days PTO, 10 and under employees: 2 days PTO
- Comply with all statutes listed at the beginning of the application

In the next section, you will answer questions about Pay Equity, Diversity & Inclusion, Community Investment and Sustainability. This is the opportunity to show how your business is going above and beyond the standard and/or required policies/laws for an employer (such as complying with the Equal Employment Opportunity Commission or EEOC requirements). Compliance with EEOC requirements alone will not qualify for Platinum level award.

Each answer in the Platinum level is carefully reviewed by our Family Friendly NM staff to confirm that your business meets the expectations of Platinum recognition. Please do not list "no changes" in the Platinum level categories. Please explain the policies with as many specific details as possible. The Platinum Award will be determined by how deeply engaged your business/organization is in fostering diversity, inclusion, equity and community impact as evidenced by the answers to the questions below.

### Would you like to proceed with Platinum level certification?

☐ Yes
☐ Not at this time

## CATEGORY FIVE: Pay Equity

*Pay equity means equal pay for work of equal value. A system of evaluating pay equity among employees is key to ensuring that workers of equal skill, experience and responsibility are paid at the same rate, regardless of gender or race.*

**Do you offer pay equity?***

☐ Yes

☐ No

**Congratulations on offering pay equity. Please answer the questions below:**

1. We formally evaluate pay by job classification and gender and race (some examples include: OFCCP audit, regular pay practice audits, blind analysis, intersectional pay equity analysis).*

☐ Yes
☐ No

- **Please explain this policy (pay by job classification, gender and race)*** "No changes" is not an allowed response.

Is this information available to employees if they ask?*

☐ Yes
☐ No

- Is this information public? If yes, how is it made available?*

☐ Yes
☐ No

2. We have policies related to pay transparency (such as postings for job openings, disclosing the hourly.

☐ Yes
☐ No

- We encourage employees to discuss pay with co-workers?*

☐ Yes
☐ No

- **Please explain this policy (pay transparency)*** "No changes" is not an allowed response.

# CATEGORY SIX: Diversity & Inclusion

*Diversity & Inclusion includes having policies in place for fostering the diversity of staff and/or board, offering on-going training and support to employees on diversity, equity & inclusion, offering diversity programs and employee networks for race, gender, age, disability, LGBTQ+, veterans, other.*

**Do you have policies related to diversity & inclusion?***

- ☐ Yes
- ☐ No

**Congratulations on offering diversity & inclusion policies. Please answer the questions below.**

1. We have policies related to diversity & inclusion for staff and/or board.*

- ☐ Yes
- ☐ No

- **Please explain this policy (diversity & inclusion for staff and/or board)***
  "No changes" is not an allowed response.

Do you have goals related to diversity in your hiring process?

- ☐ Yes
- ☐ No

If you have a board, do you have goals for diversity of members?

- ☐ Yes
- ☐ No
- ☐ We don't have a board

2. We offer diversity programs or employee networks for the following: race, gender, age, disability, LGBTQ, veterans, other.*

- ☐ Yes

☐ No

- **Please explain this policy (diversity programs or employee networks)***
  "No changes" is not an allowed response.

3. We provide training to our employees on diversity & inclusion.*
   ☐ Yes
   ☐ No

- **Please explain your policy on training to your employees on diversity & inclusion. Please explain how often employees complete this training and, if you choose to, the name of the training.***
  "No changes" is not an allowed response.

## CATEGORY SEVEN: Community Investment

*Community Investment includes having policies in place to support employees investing time and/or money in the community.*

Do you have policies related to supporting employees investing time and/or money in our/their community?*
☐ Yes
☐ No

**Congratulations on offering policies to support community investment. Please answer the questions below.**

1. We offer paid time for volunteering or company-sponsored volunteering (such as community service or community boards).*

- ☐ Yes
- ☐ No

- **Please explain this policy (paid time for volunteering)*** “No changes” is not an allowed response.

2. We offer employer-matched donations.*

- ☐ Yes
- ☐ No

- **Please explain this policy (employer-matched donations)*** “No changes” is not an allowed response.

## CATEGORY EIGHT: Sustainability

*This category recognizes businesses that are actively working to reduce their environmental impact and promote a culture of sustainability in the workplace and community.*

Do you have policies related to sustainability?*

- ☐ Yes
- ☐ No

1. Does your business have a written sustainability or environmental policy?*

- ☐ Yes
- ☐ No

- **Please explain this written sustainability policy***

2. We have implemented sustainable practices in our organization.*

- ☐ Yes
- ☐ No

- We offer the following sustainable practices (check all that apply)*
  - ☐ Energy-saving initiatives (e.g., LED lighting, smart thermostats)
  - ☐ Water-saving measures (e.g., low-flow faucets, xeriscaping)
  - ☐ Active recycling and/or composting program
  - ☐ Use of non-toxic or “green-certified” cleaning or office products
  - ☐ Paperless systems (e.g., e-billing, digital forms)
  - ☐ Reuse or donation of surplus goods (e.g., office supplies, furnishings)
  - ☐ Partnerships with environmentally conscious vendors
  - ☐ Installation of solar panels or other renewable energy source
  - ☐ Donation of food scraps or excess to community orgs
  - ☐ Other

- **Please explain this policy (sustainability practices)***

3. We provide employee training and/or staff guidance on sustainability or environmental best practices.*

- ☐ Yes
- ☐ No

- **Please explain this policy (employee training)***

4. We regularly recycle or divert materials from the landfill.*
   - ☐ Yes
   - ☐ No

- We recycle/divert the following (check all that apply)*
  - ☐ Cardboard and paper
  - ☐ Plastics (bottles, containers, bags)
  - ☐ Aluminum and tin cans
  - ☐ Electronics
  - ☐ Ink/toner cartridges
  - ☐ Food waste or compostables
  - ☐ Glass containers
  - ☐ Pallets or wood
  - ☐ Used oil or hazardous waste
  - ☐ Other

5. We have sustainable hospitality or breakroom practices in place.*
   - ☐ Yes
   - ☐ No

- Hospitality (check all that apply)*
  - ☐ Use of refillable water stations
  - ☐ Reusable cups, plates, or utensils in breakrooms or events
  - ☐ Reduction or elimination of single-use plastics
  - ☐ Signage encouraging sustainable choices
  - ☐ “Swag with purpose” policy (intentional gift or promo item selection)

6. We offer Electric Vehicle (EV) infrastructure and incentives.*
   - ☐ Yes
   - ☐ No

- Electric Vehicle (check all that apply)*
  - ▫ We have already installed EV charging stations.
  - ▫ We offer reserved or priority parking for EVs or low-emission vehicles.
  - ▫ We have not yet installed EV charging stations, but we're exploring it.
  - ▫ We have no plans at this time to install EV charging stations.
  - ▫ We do not offer reserved or priority parking for EVs or low-emission vehicles.

7. We prioritize sustainable purchases.*
   - ☐ Yes
   - ☐ No

- Sustainable purchases (check all that apply)*
  - ▫ Recycled-content office supplies
  - ▫ Energy Star or WaterSense certified equipment
  - ▫ Refurbished or repurposed electronics/furniture
  - ▫ Biobased or low-toxicity products (e.g., cleaning, hygiene, packaging)

8. We have a written or verbal heat policy for outdoor workers.*
   - ☐ Yes
   - ☐ No
   - ☐ N/A

- **Please explain this policy (heat policy)***

9. Please share one example of how your sustainability practices have benefited your business, employees, or community.*

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**Only for business qualifying for Education Support Special Designation**

**To be eligible to apply for the Education Support Special Designation, your business will:**

- Qualify for Gold or Platinum level recognition.
- Offer employer supported or subsidized training/educational assistance.
- Comply with all statutes listed at the beginning of the application

## Earn the Education Support Special Designation

*This is a simple, one-step supplementary application that adds a special designation to your award. This is the opportunity to show how your business is going above and beyond the standard. You will answer questions about the following policies; employer supported or subsidized education assistance, educational navigation, mentorship and leadership training, in-house programs and opportunities and performance reviews/goals that are tied to educational development.*

1. We offer coverage of or assistance with costs for career development opportunities (such as tuition, course fees, books, etc.).
   - ☐ Yes
   - ☐ No

   - **Please explain this policy (career development costs)*** "No changes" is not an allowed response.

2. We offer in-house education/training/advising programs and opportunities to employees for professional development.
    - ☐ Yes
    - ☐ No

- **Please explain this policy (in-house programs and opportunities)***
  “No changes” is not an allowed response.

3. We offer access to educational navigation for employees (such as support with applying, mentorship and leadership training).
    - ☐ Yes
    - ☐ No

- **Please explain this policy (access to educational navigation for employees)***
  “No changes” is not an allowed response.

4. We tie performance reviews and goals to employee career and/or educational development and acknowledge progress and goal attainment.
    - ☐ Yes
    - ☐ No

- **Please explain this policy (performance reviews)***
  "No changes" is not an allowed response.

5. **We offer other education support (please explain)***

## Final Questions

- **I confirm the company for which this application is submitted is not involved in a labor dispute.***
  - ☐ Yes, I confirm the company for which this application is submitted is not involved in a labor dispute
  - ☐ No, I cannot confirm

- **I confirm the information in this application is accurate.***
  - ☐ Yes
  - ☐ No
- **I give consent to FFNM to use our business name and logo in recognition of the award, including social media and promotional materials.***

**How will my logo be used?**
Examples include Facebook & LinkedIn recognition posts, on screen recognition at the Annual Awards Luncheon, recognition advertising in local publications, etc.

- ☐ Yes
- ☐ No

- ☐ Upload your company logo
- ☐ Enter social media handles (Facebook, Twitter, LinkedIn & Instagram, etc)

- **We're interested in receiving more information on the following**
  Select all that apply.
  - ☐ FFNM Workshops
  - ☐ HR Consulting
  - ☐ Premium Business Directory including Job Postings
  - ☐ Program Support

- **We're interested in getting more involved in FFNM!**
  Select all that apply.
  - ☐ Get featured in the Family Friendly Workplace Blog
  - ☐ Be a FFNM Workshop Guest speaker or Panelist
  - ☐ Join the FFNM Event committee
  - ☐ Become a Sponsor!

- **Where did you hear about this FFNM award?***
  Please choose one...
  - ☐ Current award recipient
  - ☐ Social Media
  - ☐ FFNM Website
  - ☐ Albuquerque Journal
  - ☐ Albuquerque Business First
  - ☐ Other News Media
  - ☐ Personal Referral
  - ☐ Event/In Person Presentation
  - ☐ Other

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